

C E A

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: STATE COASTAL CONSERVANCY

POSITION TITLE: DEPUTY EXECUTIVE OFFICER

LEVEL: CEA 2 \$7302 - \$8051

FINAL FILING DATE: SEPTEMBER 26, 2006

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Officer, State Coastal Conservancy, the incumbent acts as principal assistant to the Executive Officer, to act in the Executive Officer's absence and to manage program development policy of the Conservancy. The Deputy Executive Officer will oversee the administration of all major programs of the Conservancy. Advises the Executive Officer regarding development, evaluation and implementation of Conservancy programs with emphasis on program policy, overall strategic planning and the maintenance of a solid teamwork approach to the agency's work. Has responsibility for agency-wide programs such as grant seeking, information management, professional training and other interdivisional projects. Oversees managers of fiscal resources and the budgetary process. Serves as the principal "bridge" between the program and administrative staffs. Supervises, coordinates, counsels, trains and evaluates the agency's senior staff (responsible for nine direct reports). Serves as acting Executive Officer in the absence of the Executive Officer. Has responsibility for planning, organizing and chairing biweekly program managers' meetings and for assisting the Executive Officer in preparation for the management team meetings held on alternating weeks. Represents the Conservancy staff at speaking engagements and in professional conferences. Other duties as assigned by the Executive Officer.

FILING INSTRUCTIONS:

All applicants must submit a completed **Standard State Application (Form 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

State Coastal Conservancy
Human Resources Department
Attention: Cindy Martin
1330 Broadway Suite 1100
Oakland, CA 94612-2530

Applications may be obtained from the State Personnel Board's web site at

<http://www.spb.ca.gov>. **Applications submitted without a SOQ may be eliminated from this examination process.** The SOQ should be one, but no more than two pages in length, and is a

narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position.

EXAMINATION INFORMATION:

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Deputy Executive Officer, CEA 2.

Special Testing: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And in Addition to the Minimum Qualifications:

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS:

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Demonstrated knowledge and effectiveness in implementing initiatives and policies.
3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
4. Demonstrated knowledge of state and federal laws, rules, policies, and procedures..

5. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, staff of the public/private agencies and employers, and state and federal organizations.
6. Demonstrated knowledge of Coastal Conservancy programs, procedures, statute, plans, and regulatory environment.
7. Good understanding of IT principles and practices; familiarity with spreadsheet and word processing software.
8. Undergraduate or graduate degree in public administration, business administration, or related field a plus.